



TOWN OF WESTFORD  
**CONSERVATION COMMISSION**

TOWN HALL  
 55 Main Street  
 Westford, Massachusetts 01886

**Notice of Intent (NOI) Application Checklist**

	Completed WPA Form 3 with all required signatures (attach additional pages if necessary)
	Project narrative and any supporting documentation necessary to describe how the project meets all Performance Standards
	Documentation of the methodology used to delineate the Bordering Vegetated Wetlands boundary and/or other wetland resource areas
	Certified List of Abutters prepared by the Assessor's Office (≤ 3 months old)
	Completed Notification to Abutters and Affidavit of Service forms
	Completed and signed Third Party Billing Form authorizing legal advertising expenses
	Copy of Town GIS Map, USGS quadrangle, or other map sufficiently displaying subject property and surrounding area
	Plans depicting the proposed work and/or activity on the project site, and resource area boundaries. Plans shall be signed and stamped by a registered professional engineer, land surveyor or landscape architect as appropriate
	Completed NOI Wetland Fee Transmittal Form <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of MassDEP Fee Submittal Form and payment made to the State (variable)</li> </ul>
	Town Application fees (check or cash) <ul style="list-style-type: none"> <li><input type="checkbox"/> Filing fee (\$25)</li> </ul>

**(2) Complete collated hard copy sets of all application materials are required including two-full size copies of the plan and a digital copy of complete application and plans emailed to [conservation@westfordma.gov](mailto:conservation@westfordma.gov). If the files are large, they may be submitted on a flash drive or compact disk or shared drive.**

- US Postal Service receipts (Certified Mail or Certificate of Mailing) of the mailed Notification to Abutters must be presented to the Commission prior to the opening of the public hearing.